

# guidance INDEX

Vol. XIII, No. 6, September, 1950

## **SUBJECT INDEX**

Figures refer to numbered entries in this issue.

### **for the COUNSELOR, TEACHER, and ADMINISTRATOR**

Adolescence 1, 2, 3	Education 23, 24, 25, 26	Marriage 34
Adult Education 4	Elementary Education 27	Reading 35, 36
Audio-Visual Education 5, 6, 7	Higher Education 28	School Administration 37
Child Guidance 8, 9, 10, 11, 12, 13, 14, 15, 16	Human Relations 29, 30, 31	Social Problems 38
Child Labor 17	In-Service Training 32	Student Personnel Services 39
Counseling 18, 19, 20	Libraries 33	Vocational Guidance 40, 41
Curriculum 21, 22		

### **for the STUDENT**

#### **LIFE ADJUSTMENT MATERIAL**

Apprenticeship 42	Job Hunting 45	Sex Education 49
Education 43	Mental Hygiene 46	Social and Personal Adjustment 50, 51
Higher Education 44	Orientation 47, 48	Vocational Guidance 52, 53, 54

#### **VOCATIONAL INFORMATION**

Armed Forces 55, 56	Education 63, 64	Motor Transportation 77
Art 57, 58, 59	Government and Public Service 65	Nurse 69, 70
Building Trades and Construction 60	Health 66, 67, 68, 69, 70	Occupations, General 74, 75, 76
Cartoonist 58	Insurance 71	Optometrist 68
Clerical Work 61	Language 72	Rail Transportation 77
Clothing Manufacture 62	Library Work 73	Religious Work 78
Dental Hygienist 67		

## for the STUDENT

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### VOCATIONAL INFORMATION (cont'd.)

Sailor 56

Secretary 61

Social Service 79

Teacher 63, 64

Water Transportation 56

**SRA**

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### better living booklets

Off the press this month is the first booklet of this new series for teachers and parents — *How to Live with Children*. Edith G. Neisser and the Staff of the Association for Family Living authored the booklet, and they discuss methods that may be effectively used by parents and teachers in guiding and promoting the emotional development of children. (See Review Item No. 10.)

### life adjustment booklets

*High School Handbook*, by Margaret E. Bennett, Consulting Psychologist of the Pasadena City Schools, and formerly Director of Student Personnel, is the September Life Adjustment Booklet for students. Its purpose is to help young people orient effectively to high school and to get the most from what their school has to offer. (See Review Item No. 47.)

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### DIRECTIONS FOR USE

The Guidance Index, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student. All items are classified according to the SRA Occupational Filing Plan. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (\*) denotes free and inexpensive material (35 cents or less). A dagger (†) denotes films, a double dagger (‡) indicates records. A (§) indicates educational and psychological tests. Every attempt is made to list as many free and inexpensive publications as possible. In this issue of the Index you will find:

79 items covering 40 subjects of which 35 are free or inexpensive

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# for the **COUNSELOR,** **TEACHER, and** **ADMINISTRATOR**

Items listed in this category give information on guidance and related fields. Such topics as problems of education, employment, labor, etc., are covered.

## **Adolescence**

1. **Adolescence: Its Social Psychology.** C. M. Fleming. [International Universities Press, 227 W. 13th St., New York 11.] 1949. 261pp. \$4.50.

In order to help parents, teachers, and other adults understand the nature and needs of the adolescent, this book deals with the adolescent in the home, his group relations in school, and his problems in early adulthood. It brings together the recent findings from various studies of human development, which were made by authorities in anthropology, physiology, medicine, and other related fields.

2. **Adolescent Character and Personality.** Robert J. Havighurst and Hilda Taba. [John Wiley and Sons, 440 Fourth Ave., New York 16.] 1949. 315pp. \$4.00.

This is the report of a study made by the Committee on Human Development of the University of Chicago, on adolescent youth in a midwestern town. It describes the relationships between character, personality, and social environment, and shows how each may be measured. The methods used in making this study and the resulting conclusions will be of help to those who are interested in the problem of moral character as it relates to human development.

3. **Adolescent Fantasy: An Investigation of the Picture-Story Method.**

od of Personality Study. Percival M. Symonds. [Columbia University Press, Morningside Heights, New York 27.] 1949. 397pp. \$6.00.

This is the report of a study made in an effort to understand the nature of the adolescent personality — its drives, its frustrations, and fantasy life. It is also a report on the possibilities of the picture-story method of personality study and its value in counseling and education. The actual pictures used in making the test are given in the appendix.

## **Adult Education**

4. **\*Needed Research in Adult Education.** [Amer. Educational Research Assn., 1201 Sixteenth St., N.W., Washington 6, D.C.] 1949. 32pp. 25c.

Prepared by the Joint Committee of the American Educational Research Association and the Adult Education Department of the NEA, this report identifies the most significant areas in which research in adult education is needed. Under each category are listed several timely and appropriate research-problem titles which suggest specific areas for study.

## **Audio-Visual Education**

5. **Bibliography on Audio-Visual Instructional Materials; for Teachers in the Elementary School.** Constance Weinman. [Bureau of Publications,

### **— Note —**

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Teachers College, Columbia University, New York 27.] 1950. 41pp. 80c. Selected on the basis of their helpfulness to teachers, and because they illustrate classroom experiences, the references included in this bibliography will be useful to teachers interested in improving the effectiveness of their classroom instruction. They include books, manuals, periodicals, and special lists of materials on films, pictures, radios, and records that are concerned with curriculum and teaching, administration, and other phases of elementary education. Suggested references on the practical application of these materials are also listed.

#### 6. Preparation and Use of Audio-Visual Aids. Kenneth B. Haas and Harry Q. Packer. 2nd ed. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1950. 327pp. \$4.65.

A book designed to show how to effectively and efficiently prepare and use audio-visual aids in educational and industrial programs. It contains suggestions for the content, preparation, operation, and evaluation of such audio-visual aids as motion pictures, filmstrips and slidefilms, projectors, maps, charts, graphs, photographs, radio, recordings, television, and various others. The appendix lists the sources of these printed and audio-visual aids and tells how they may be obtained.

#### 7. \*Visual Aids for the Guidance Program. Walter J. Greenleaf. Misc. 3323. [Federal Security Agency, Office of Education, Div. of Vocational Education, Washington 25, D. C.] 1950. 10pp. Free.

A briefly annotated list of films and filmstrips that may be effectively used in the guidance program. They are educational films showing counseling techniques, problems of individual adjustment, and the working conditions of various occupations. The listings are grouped alphabetically according to the source from which they may be purchased or borrowed. Suggestions for the teacher or counselor on selecting and showing films are included.

### Child Guidance

#### 8. †All Children Need Guidance. Parts I and II. [Audio-Visual Div., Popular Science Publishing Co., 353

Fourth Ave., New York 10.] 1949. Full-color filmstrips, \$14.00 complete. Each part, \$7.00.

A series of two filmstrips that cover vital areas of child guidance from birth through adolescence. Part I, "Child Needs and Guidance," shows the application of guidance in the home and early life of the child. It considers the need for security, the need for recognition, the need for love, the need for belonging, and other human needs that are essential to the growth and development of a well-adjusted individual. Part II, "The Why and How of Guidance," shows the role of the teacher and the importance of home-school cooperation. It is concerned with developmental guidance which aims to help the child grow up with a feeling of well-being and personal adequacy. Many examples of developmental guidance, and what parents and teachers can do for children are shown. A 16-page teaching guide and a storage box are included with each set of filmstrips.

#### 9. Answering Children's Questions. C. W. Hunnicutt. [Bureau of Publications, Teachers College, Columbia University, New York 27.] 1949. 52pp. 60c.

To help parents and teachers achieve a more thorough understanding of children's interests and behavior, this booklet considers the problems associated with children's questions. It discusses some of the reasons of their insistent questioning and offers suggestions for satisfactorily answering them. Some ways of handling difficult or embarrassing questions are also considered.

#### 10. How to Live with Children. Edith G. Neisser and the Staff of the Association for Family Living. [Science Research Associates, 228 S. Washburn Ave., Chicago 4.] 1950. 48pp. 40c. Quantity prices.

"... Children need friendly adults in their lives. But what are the contributions these adults can make? How can we help children grow into the kind of people who ... realize our hopes for them?" The authors discuss six ways parents and teachers guide and promote emotional development of children: by understanding how they grow; by giving them the right kind of love; by providing emotional security; by fostering a feeling of belonging; by supplying predictability and continuity in their daily life;

and by encouraging wholesome fun and adventure. Sprightly and readable, yet sound psychologically, it should prove helpful to parents and teachers of children of all ages. Questions for study group discussion and an excellent bibliography are included.

**11. Jealousy in Children: A Guide for Parents.** Edmund Ziman. [A. A. Wyn, Inc., 23 W. 47th St., New York 19.] 1949. 236pp. \$2.75.

A practical guide for parents and others who are interested in the emotional welfare of children. It is primarily concerned with the handling of problems caused by jealousy. Numerous case histories are included to illustrate various types of jealousies and how they are expressed.

**12. Parents' Responsibility in Character Development.** [Palmer Foundation, P.O. Box 621, Texarkana, Ark., Tex.] 1949. 109pp. 50c.

Since character development stems from the learning experiences of the child, this booklet should be of interest to all who help to guide them — especially parents. Presenting the story of the Joneses and their four children, it describes their family life and offers suggestive hints for helping children develop feelings and attitudes that will satisfy themselves and society.

**13. \*Should Children Be Spanked?** Vol. 14, No. 10. [The Reviewing Stand, Northwestern University, Evanston, Ill.] March 19, 1950. 12pp. 10c.

A discussion by a family doctor and other persons in the educational field on spanking as a disciplinary measure. They discuss the various reasons why children misbehave and suggest some simple means of punishment and control. They also consider the parents' attitude and discuss what they can do to improve the behavior of their children and avoid the need for extreme punishment.

**14. \*Teacher Listen, the Children Speak.** James L. Hymes, Jr. [New York Committee on Mental Hygiene, 105 East 22d St., New York 10.] 1949. 45pp. 25c.

This booklet offers suggestions to teachers for understanding children's behavior. It

shows how children's thoughts and feelings, their needs and desires are revealed by their actions, and how they are affected by their teacher's attitude towards them. Teachers should find this booklet very helpful in dealing with behavior problems.

**15. Your Child's Leisure Time.** Mildred Celia Letton. [Bureau of Publications, Teachers College, Columbia Univ., New York 27.] 1949. 52pp. 60c.

How parents' cooperation with children in their leisure-time activities can help promote child-parent relationships is discussed in this booklet. It suggests a variety of activities from which well-balanced leisure programs may be arranged. Other suggestions include group activities for the home, school, and community.

**16. Your Child's Mind and Body—A Practical Guide for Parents.** Flanders Dunbar. [Random House, 457 Madison Ave., New York 22.] 1949. 324pp. \$2.95.

This book provides helpful and practical answers for parents on the physical and emotional problems of infancy and childhood. It considers how to handle problems of eating, sleeping, playing, obedience, illness, and independence. It shows also how these early conflicts may affect the child's later years, and how crises may be avoided.

### Child Labor

**17. \*Child Labor Fact Book, 1900-1950.** Florence Taylor. [National Child Labor Committee, 419 Fourth Ave., New York 16.] 1950. 24pp. 25c.

A presentation of facts on child labor from 1900 to the present. It reviews legislation affecting child labor and gives statistics on the number of working children between the age of 10 and 15 for each ten-year period. The future outlook for young workers is discussed and legislative and non-legislative measures for improving the situation are suggested.

### Counseling

**18. \*Fields and Methods of Counseling.** Erma Pixley. [Amer. Insti-

tute of Family Relations, 5287 Sunset Blvd., Los Angeles 27, Calif.] 1950. 6pp. 10c.

This pamphlet discusses some of the basic principles and methods of counseling that may be applied to almost any situation in a given field. Here it considers the fields of vocational guidance and premarital counseling, giving suggestions of various techniques and showing examples of how they may be effectively used.

**19. Handbook for Counselors of Students from Abroad.** Experimental 1949 Edition. [Natl. Assn. of Foreign Student Advisers, 2 West 45th St., New York 19.] 1949. 214pp. \$2.00.

This practical handbook outlines recommended procedures and activities, and defines the problems associated with counseling foreign students. Divided into three parts, it discusses the international student exchange system — who they are and where they come from. Part II concerns the duties and responsibilities of the counselor; and Part III presents resource materials and other helpful information that may be used by the counselor in the course of his work.

**20. Teacher Counseling.** Dugald S. Arbuckle. [Addison-Wesley Press, 308 Kendall Sq. Bldg., Cambridge 42, Mass.] 1950. 178pp. \$3.50.

This book outlines principles by which a teacher can function effectively as a counselor or personnel worker. It describes some of the traits of the traditional teacher, who emphasizes group teaching, and compares them with the modern methods of teaching, which stress individual learning. Numerous reports of counseling sessions between teachers and students are included to illustrate the differences between the two approaches.

### Curriculum

**21. Cooperative Research and Curriculum Improvement.** Teachers College Record, Vol. 51, No. 7, April, 1950. [Bureau of Publications, Teachers College, Columbia Univ., New York 27.] 1950. 45c

A series of reports describing the progress made by a cooperating group seeking to improve the effectiveness of the high school curriculum. Specifically, it reports on the

research by members of the Battle Creek, Michigan Public Schools and the Horace Mann-Lincoln Institute to develop a tenth grade general education course called "Basic Living." The problems involved in initiating such a course, the materials necessary to develop it, and some of the expected results are presented.

**22. \*How to Conduct the Holding Power Study.** Circular Series A, No. 51, Bulletin No. 3. [State Supt. of Public Instruction, Springfield, Ill.] 1949. 128pp. Apply.

This bulletin is one of a series concerned with the development of techniques for improving the curriculum. It gives step-by-step directions for conducting a study to determine if all of the students who should be entering school and remaining until they graduate. It tells why such a study may be needed and describes ways in which the findings may be used in curriculum development.

### Education

**23. Goals of American Education.** Edited by Arthur E. Traxler. [American Council on Education, 744 Jackson Place, N.W., Washington 6, D.C.] 1950. 148pp. \$1.50.

This is the report of the proceedings of the Fourteenth Educational Conference held in New York City, October, 1949, under the auspices of the Educational Records Bureau and the American Council on Education. It consists of the addresses and panel discussions of the leading educational authorities who participated. Dealing, fundamentally, with the problem of developing effective guidance procedures in schools, these proceedings should be of interest to all counselors, teachers, and administrators.

**24. \*Outstanding Educational Books of 1949.** [Publications Dept., Enoch Pratt Free Library, Baltimore 1, Md.] 1950. 4pp. 5c. Reprinted from the *Journal of the NEA*, May, 1950.

This list of 37 outstanding books was selected by leading educators from a total of 570 publications, and compiled and annotated by the Staff of the Education Department of the Enoch Pratt Free Library. Librarians, teachers, and others in the edu-

cation field may find this list helpful in selecting materials for their reference shelves.

**25. Patterson's American Educational Directory.** Vol. XLVII. [Field Enterprises, 35 E. Wacker Dr., Chicago 1.] 1950. 1094pp. \$7.50.

An invaluable reference for high school, college, public, or other libraries. Divided into six sections, it gives the geographical listing of schools and their administrators; classifies schools as to type or kind; lists public libraries; indexes all types of schools alphabetically; lists educational associations and societies; and lists and classifies business firms which manufacture or supply school needs. Counselors, teachers, librarians, and students will find this directory an excellent source of information about educational institutions.

**26. Requirements for Certification of Teachers, Counselors, Librarians, Administrators; For Elementary Schools, Secondary Schools, Junior Colleges.** Robert C. Woellner and M. Aurilla Wood. 15th ed. [Univ. of Chicago Press, 5750 Ellis Ave., Chicago 37.] 1950-51. \$3.50.

This is a useful up-to-date reference that will be invaluable to all prospective teachers, counselors, and librarians who are interested in obtaining initial certificates. It provides information on the requirements for certification according to state, and offers recommendations of regional and national educational associations. Sources of information concerning applications for teaching positions in the United States Possessions are also included.

### Elementary Education

**27. Guiding the Learning Experiences of Young Children.** [Los Angeles City Bd. of Education, Curriculum Div., 1205 W. Pico Blvd., Los Angeles 15, Calif.] 1949. 208pp. \$3.25.

Teachers of young children and others who work with them will find the material in this book of considerable value in planning and providing for their various learning experiences in the school, at home, or in the community. Numerous suggestions are included for understanding children and guiding their growth and development.

### Higher Education

**28. \*American Higher Education: A Selective Bibliography on Aims and Curriculum.** No. 15. Compiled by M. Helen Perkins. [Northwestern Univ. Library, Evanston, Ill.] 1950. 20pp. 10c.

A selected and annotated listing of books and periodical and newspaper articles which contain material on the aims and curricula of American universities and colleges. It will serve as a useful reference for librarians and school administrators, as well as those who are responsible for developing higher education programs.

### Human Relations

**29. Democracy Demands It — A Resource Unit for Intercultural Education in the High School.** William Van Til and Others. [Harper and Bros., 49 East 33rd St., New York 16.] 1950. 117pp. \$1.50.

This book offers suggestions for classroom use, for out-of-school activities, and for further teacher study on the various aspects of intercultural education in high school. It is concerned with the type of approach used, ways of getting a program started, units for study, and other ideas that will develop in high school pupils democratic human relations and intergroup attitudes.

**30. A Handbook on Human Relations.** Everett R. Clinchy. [Farrar, Straus and Co., 53 E. 34th St., New York 16.] 1949. 146pp. \$2.00.

Although intended primarily for labor and industrial groups, the material in this handbook will apply equally well to the school, church, youth and adult community groups and other institutions. It contains facts on racial and religious differences, the causes, costs, and cure of prejudice, and gives suggestions for building a good intergroup relations program in the schools, as well as in industry. An extensive bibliography of books, pamphlets, and motion pictures designed especially to combat prejudice is included.

**31. Improving Human Relations.** Howard H. Cummings. Bulletin No. 25. [Natl. Council for the Social

Studies, 1201 Sixteenth St., N. W., Washington 6, D. C.] 1949. 158pp. 50c.

Since our educational system has a great part of the responsibility of teaching democratic ideas, this bulletin was prepared to aid teachers in developing better human relations in their classrooms. It presents material on the purposes and the importance of intergroup education, and describes practices which have been carried on by individual teachers as well as those which have been a part of the total school program.

### In-Service Training

32. \*In-Service Preparation for Guidance Duties. Part I. Misc. 3314-7A. Federal Security Agency, Office of Education. [U.S. Govt. Print. Office., Washington 25, D. C.] 1950. 48pp. 30c.

Some ways in which an in-service program in guidance work may be initiated and developed are suggested in this report. It will be of considerable value to those persons responsible for in-service training. It describes how the program may be organized and carried out to meet the needs of the pupils, the school, and the community, and shows how local services and facilities may be utilized. Checklists for evaluating the in-service program, both locally and statewide, are also included.

### Libraries

33. A Book and Magazine List Suitable for Small High School Libraries. Helen W. Carnine and Louis R. Kilger. Vol. VII, Bulletin No. 4. [Bureau of Educational Research and Service, University of Wyoming, Laramie, Wyo.] 1949. 54pp. 50c.

This bulletin presents a suggested list of books, periodicals, encyclopedias, and story collections, that should be in high school libraries. Each entry contains a brief annotation and is grouped according to the subject heading under which it falls. Author, price, date of publication, and issuing source are indicated for each listing.

### Marriage

34. Why Are You Single? Com-

piled by Hilda Holland. [Farrar, Straus & Co., 580 Fifth Ave., New York 19.] 1949. 278pp. \$3.00.

A selection of essays by eminent psychiatrists and social scientists to show why some men and women do not marry, that will be of interest to the single who desire insight into their particular problems. Those who associate with single people in the family, at work, or in social situations will find this a helpful book also. A list of accredited Marriage Counsel Services is appended.

### Reading

35. Classroom Techniques in Improving Reading. Edited by William S. Gray. Supplementary Educational Monograph No. 69. [Univ. of Chicago Press, Chicago 37.] 1949. 246pp. \$2.75.

This is the report of the proceedings of the Twelfth Annual Conference on Reading, which used the above title as its theme. It consists of discussions of various topics by authorities in the field of reading, and surveys current reading techniques. Provisions for handling superior, slow, and retarded readers are considered.

36. Clinical Studies in Reading I. Supplementary Educational Monograph No. 68. [Univ. of Chicago Press, Chicago 37.] 1949. 173pp. \$3.50.

Prepared by the Staff of the Reading Clinic of the University of Chicago, this report describes the primary functions of a reading clinic, and shows ways in which its objectives may be carried out. It specifically describes the practices used in their own clinic and illustrates the results achieved. The report is based on studies made with varied groups of retarded readers.

### School Administration

37. The School Staff. Report No. 12. [Metropolitan School Study Council, 525 West 120th St., New York 27.] 1949. 67pp. 50c. Quantity prices.

One of a series of reports surveying newer educational practices that is primarily concerned with the school teaching staff. It

discusses the professional characteristics of the teachers, the conditions of their employment, their community activities, their teaching aids, and many other factors that are necessary to effectively guide the growth and development of the pupils.

### Social Problems

**38. Solving Social Problems.** Virginia F. Smith. Amer. Guidance Program Monograph No. 15. [Research Publishing Co., 687 Boylston St., Boston 16, Mass.] 1950. 24pp. \$1.00.

This monograph offers suggestions for the counselor on ways of handling social problems. It presents reports of actual cases to illustrate some of the various types of social problems, tells how they may be recognized as such, and the guidance methods used in solving them.

### Student Personnel Services

**39. How to Organize Your Guidance Program.** Edgar L. Harden. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1950. \$1.50. Quantity discount.

School administrators and others interested in establishing or improving guidance programs will find this practical, how-to-do-it manual a real help. The explanation of each important part of a guidance program is followed by reports of the successful use of the idea in actual school situations. Many of these reports were prize winning entries in SRA's first Guidance Practices That Work contest. The looseleaf binder is constructed so that reports of other guid-

ance practices that work, to be published from time to time by SRA, can be added easily.

### Vocational Guidance

**40. \*Hunting a Career.** Bulletin No. 115. [Bureau of Labor Standards, U.S. Dept. of Labor, Washington 25, D. C.] 1949. 117pp. Free.

This is the report of a study made of out-of-school youth in Louisville, Kentucky. It shows what young people are doing in the labor market, why they are leaving school, what difficulties they face in finding satisfactory work, and what assistance they need in order to achieve vocational adjustment. School officials and community organizations and agencies that serve young people will find this report helpful in planning activities and programs of vocational guidance and counseling, that will help young people successfully make the transition from school to the world of work.

**41. The Use of Occupational Information Materials.** Roland G. Ross. American Guidance Program Monograph No. 26. [Research Publishing Co., 687 Boylston St., Boston 16.] 1949. 23pp. \$1.00.

Since many sources of occupational materials are now available and since there is an increasing need for them in our educational system, this booklet discusses their importance in helping to develop well-adjusted, successful workers. It illustrates ways in which the teacher, counselor, student, the community, and industry can use occupational information materials to help the individual find his life work and find himself.

# for the STUDENT

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

## LIFE ADJUSTMENT MATERIALS

### Apprenticeship

42. \***Apprenticeship Past and Present — A Story of Apprentice Training in the Skilled Trades Since Colonial Days.** Bureau of Apprenticeship, U.S. Dept. of Labor. [U.S. Govt. Print. Off., Washington 25, D. C.] 1950. 26pp. 15c.

This booklet describes and illustrates numerous examples of early apprentice agreements and compares them with present-day examples. It also contains facts about national apprentice committees and gives the trade in which they function. Lists of state apprenticeship agencies and regional offices are included.

### Education

43. \***Home Study Blue Book and Directory of Private Home Study Schools and Courses.** J. F. Noffsinger. 14th ed. [National Home Study Council, 2601 Sixteenth St., N. W., Washington 9, D. C.] 1950. 32pp. Free.

A valuable vocational reference for students as well as for their counselors, this book lists schools and courses for home study. What home study is, its advantages, and how it may be utilized are fully described. All of the schools and courses listed have been inspected, approved, and accredited by the National Home Study Council.

### Higher Education

44. **A Guide to Junior Colleges.** [Marguerite Tuttle, Inc., 28 West 44th St., New York 18.] 1950. 72pp. \$1.50.

This guide for students, counselors, teachers, and parents provides current, accurate, and authoritative information on a select

group of junior colleges. It outlines the aims and programs of each college listed, and gives information concerning its establishment and administration. Expenses, certification, campus activities and other helpful facts are included.

### Job Hunting

45. \***Do I Know How to Apply for a Job?** Lawrence W. Hess. [Public School Publishing Co., Bloomington, Ill.] 1949. 12pp. 15c.

This booklet discusses the importance of knowing how to apply for a job and describes various "job getting" techniques that may be used effectively. It considers where and how to look for a job, how to discover personal attributes and capabilities, and how to handle the interview. A checklist of questions based on the material in this booklet makes it possible for the job-seeker to rate himself on how well he is prepared to apply for a job.

### Mental Hygiene

46. **Personal and Confidential: An Adventure in Self-Guidance as a Preparation for Counseling.** Leonard L. Bowman. [School and College Service, Station B, Columbus, Ohio.] 1949. 32pp. 50c. Quantity prices.

A unique self-guidance workbook designed to enable the individual to understand himself. It helps the student answer such questions as: Who Am I? How Do I Look and Act? How Do I Think? What Do I Believe? and many others that will give "personal and confidential" information about himself. Counselors may find this book useful in preparing students for the counseling program and where there is no formal program, it is designed to be used effectively by the students for self-analysis.

## Orientation

**47. High School Handbook.** Margaret E. Bennett. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1950. 48pp. 40c. Quantity prices.

Young people just entering high school have many adjustments to make as they confront new situations, new people, and a new environment. The author, who is Consulting Psychologist of the Pasadena City Schools, and formerly Director of Student Personnel, has written this booklet to help students orient to high school and to get the most from what their school has to offer. There is information on learning about the school, choosing courses and extracurricular activities, mastering studies, making friends and getting along with teachers, growing up, and planning for the future. This booklet is also valuable for junior high students about to enter high school.

**48. An Introduction to College.** Samuel Engle Burr, Jr. [Burgess Publishing Co., 426 S. Sixth St., Minneapolis 15, Minn.] 1949. 249pp. \$2.50.

Designed to meet the needs of college freshmen, this book presents a course on orientation and adjustment that will help them make the transition from high school to college. Divided into three units of study consisting of "The College and the Community," "What to Learn and How to Learn," and "Developing a Philosophy of Life," the book contains much in the way of educational, vocational, and personal guidance.

## Sex Education

**49. Vital Facts of Life.** Carl H. Harman and E. W. Marquardt. [Cordia Publishing House, 3558 S. Jefferson Ave., St. Louis 18, Mo.] 1949. 126pp. \$1.75.

Written by a minister and a doctor, this book contains information on the vital facts of life to help young people on the way to a happy and well-adjusted adulthood. It is a frank and straightforward discussion, written in simple, non-technical language so that it may be easily read and understood. Parents, teachers, ministers, and others who counsel boys and girls, will find this book

helpful in providing worthwhile sex information.

## Social and Personal Adjustment

**50. Blondes Prefer Gentlemen.** Sheila John Daly. [Dodd, Mead & Co., 432 Fourth Ave., New York 16.] 1949. 260pp. \$2.50.

Here is a book written especially for the teen-age boy to help him meet his problems. It includes helpful hints on choosing a girl, planning dates, smoking, drinking, and necking, tipping, and gift ideas. Personal grooming, dating etiquette, and other social behavior are also covered. Written in a light, breezy style, the high school boy will find this book highly readable.

**51. For Students Only.** John Dallavaux. [Christopher Publishing House, 1140 Columbus Ave., Boston 20, Mass.] 1950. 79pp. \$2.00.

A book that will be of considerable value to teen-age boys and girls. The author, experienced in working with youth, presents in a heart-to-heart manner, and in understandable language, some of the ways in which teen-agers should grow up. He offers numerous suggestions to them for living cleanly and honestly, preparing themselves for a useful adulthood.

## Vocational Guidance

**52. Career Girl — Your Guide to Success.** Gertrude E. Rochester. [Gertrude E. Rochester, 2272 S. Ninth St., Springfield, Ill.] 1949. 58pp. 75c.

An interesting and worthwhile booklet designed for the young woman seeking her first job or a better job. It provides sound, down-to-earth advice on getting a job and making a success of it as the first step up the ladder. It considers personal appearance, office etiquette, and other factors that are essential to a happy and successful career.

**53. \*Women's Jobs — Advance and Growth.** Bulletin No. 232. Women's Bur., U.S. Dept. of Labor. [U.S. Govt. Print. Off., Washington 25, D. C.] 1949. 88pp. 30c.

This booklet reviews women workers—what they have done and what they are now doing. It shows what changes have occurred in women's employment and the factors causing these changes from 1870 to 1940. Numerous job fields are described, giving the percentage of women employed in each and showing recent trends. High school girls may find this report of what women are doing useful in making their own job choices.

54. \***Your Job Future After High School.** Women's Bur., U.S. Dept. of

Labor. [U.S. Govt. Print. Off., Washington 25, D. C.] 1950. 8pp. 5c.

A booklet, designed especially for high school pupils, that contains suggestions for learning about the world of work. It emphasizes the importance of learning skills that will be useful in more than one type of job, and of understanding the qualifications required for success in a particular occupation. The scarcity of "glamor" jobs for young girls and the differences in jobs having the same name are pointed out.

## VOCATIONAL INFORMATION

### Armed Forces

55. \***The Chance of Your Lifetime.** [Dept. of the Army, Office of the Surgeon General, Washington 25, D. C.] 1950. 12pp. Free.

Information concerning opportunities for young women in the Women's Medical Specialist Corps of the Army is provided in this brochure. It lists and describes the qualifications necessary for dietitian, physical therapist and occupational therapist. The training program, working conditions, monthly pay scales, and other pertinent facts are covered.

56. **Perhaps I'll Be a Sailor.** Ray Bether. [Aladdin Books, 88 Lexington Ave., New York 16.] 1949. 51pp. \$1.75.

A book that will be informative and useful to young men who are interested in the possibilities of preparing for a career at sea. The duties and training of ship's officers, their working conditions, and the qualifications necessary for cadet training are described. Illustrated throughout, the book shows the use and types of all kinds of ships, code flags and symbols, and practically everything else pertaining to nautical life.

### Art

57. **Art Professions in the United States.** Edited and compiled by Elizabeth McCausland and Others. [The Cooper Union for the Advancement of Science and Art, New York 3.] 1950. 112pp. \$1.00. Apply.

This report of a study of 80 professional art schools explores art education in relation to art employment. It includes a study of the Cooper Union Art School alumni and gives an account of the school's admission procedures, its courses of study, and the faculty. A section on professional opportunities in art presents some of the major fields of art education, including architecture, painting, sculpture, design, display, teaching, and describes a variety of occupations within them. Opportunities, personal qualifications, training requirements, and salaries are given for each occupation.

58. **Careers in Cartooning.** Lawrence Lariar. [Dodd, Mead, and Co., 432 Fourth Ave., New York 16.] 1950. 182pp. \$3.50.

A complete guide to the cartooning industry, that answers most of the questions beginning cartoonists may ask. It covers almost every branch of comic art — syndicate, magazine, comic book, and others. The book is illustrated with numerous plates by some of the most famous cartoonists in the field. Students interested in cartooning as a career will find this book inspiring and informative, giving many of the "inside" facts of the industry.

59. \***I Want to be in Pictures.** Verna Small. [Mademoiselle, 122 E. 42d St., New York 17.] 1950. 10c. Reprinted from *Mademoiselle*, Apr., 1950.

Here's information about a relatively new field that will be of interest to young women who are visually artistic — picture editing. It thoroughly describes what it

takes to be a picture specialist, and gives examples of women who are successful in the occupation. Sound advice on getting started, what beginners can expect in the way of salaries, and suggestions of prospective employers are included.

### **Building Trades and Construction**

60. **Carpentry.** Vernard Group. Occupational Abstract No. 131. [Personnel Services, Inc., Main St., Peapack, N. J.] 1950. 6pp. 50c.

An occupational information leaflet describing the work, personal qualifications, preparation and training, opportunities, and future prospects of the carpentry industry. It also contains information on the earnings of carpenters, the advantages and disadvantages of the work, apprentices, and union requirements.

### **Clerical Work**

61. \***Careers for Specialized Secretaries.** Juvenal L. Angel. [Latin American Institute Press, 900 Park Ave., New York 21.] 1950. 12pp. 25c.

Jobs of specialized secretaries in the fields of diplomacy, publicity, foreign trade, languages, medicine, and law are described in this pamphlet. It covers the working conditions, training requirements, salaries, and the opportunities for both men and women in each field. Courses offered by the Latin American Institute in preparation for careers in the diplomatic, foreign commerce, and public relations fields are listed.

### **Clothing Manufacture**

62. \***Needle Trades—Dressmaking Occupations.** [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1949. 15pp. 25c.

This Occupational Guide describes the employment prospects, hiring specifications, wages, hours, and working conditions for the dressmaking industry. Although much of the information given applies specifically to the Detroit area, it will be of general value to interested persons in any area.

### **Education**

63. \***Make Your Career Speech and Hearing Therapy.** [The Ohio

Society for Crippled Children, 5 W. Broad St., Columbus 15, Ohio.] 1949. 18pp. 10c. Free to Ohio residents.

This pamphlet describes a relatively new, but important, career field — speech and hearing therapy. It includes the duties and personal qualifications of a therapist, and lists the possible places for employment. The types of problems with which therapists deal and the salaries to be expected are covered. Educational requirements for the State of Ohio are also included.

64. \***The Teacher in Business Education.** Longwood Career Bulletin No. 1. [The Dean, Longwood College, Farmville, Virginia.] 1950. 4pp. Free.

Prepared for use by high school boys and girls who are planning their future careers, this pamphlet gives information on a career as teacher in business education. It describes the duties of the teacher, the training and personal qualifications necessary, and the typical salary ranges. Recent trends and advancement opportunities are also covered.

### **Government and Public Service**

65. \***Careers in the Diplomatic Service.** Juvenal L. Angel. [Latin American Institute Press, 900 Park Ave., New York 21.] 1949. 11pp. 25c.

This monograph describes some of the job opportunities in the diplomatic field and related international enterprise. It includes descriptions of duties and working conditions for foreign service officers, ambassador, consul general, diplomatic secretary, mission secretary, and foreign service clerk. Training requirements, salary scales, chances for advancement, and opportunities for women are indicated for each position. Courses offered by the Latin American Institute for students preparing for careers in this field are also listed.

### **Health**

66. **Dental Assistant.** Sarah Splaver. Occupational Abstract No. 133. [Personnel Services, Inc., Main Street, Peapack, N. J.] 1950. 6pp. 50c.

This leaflet briefly describes the work of a dental assistant and gives information on

the personal qualifications and preparatory requirements necessary for entry into the occupation. Methods of entering the field, recent employment trends, advancement opportunities, and salaries are also covered.

67. \***The Dental Hygienist.** [College of Dentistry, Medical Center, Univ. of California, San Francisco 22, California.] 1949. Apply.

An illustrated leaflet containing information on the work and training of a dental hygienist. It lists the necessary qualifications, describes the curriculum, and gives the costs of training. Photographs show the dental hygienist engaged in various phases of her work.

68. \***Monograph on Optometry.** 3d ed. [Dept. of Public Information, American Optometric Assn., 707 Jenkins Bldg., Pittsburgh 22, Pa.] 1949. 20pp. Free.

Students who are thinking of a career in optometry will find this book of considerable value. It thoroughly describes the profession — its development and present status — and gives the educational requirements for study. Schools and colleges of optometry, tuition and student living costs, information on state examinations, specialization, and professional organizations are also given. The average earnings of optometrists, the place of women in the profession, and many other pertinent facts are also included.

69. \***The Nurse in the Federal Civil Service.** Pamphlet No. 27. [U. S. Civil Service Commission, Washington 25, D. C.] 1949. 13pp. Free. This pamphlet outlines the opportunities and advantages for nurses in the Federal Government. It describes the duties and working conditions, salary scales, chances for advancement, and other benefits of Federal service. Agencies where positions are located, the types of positions, and facts concerning examinations and appointments are also included.

70. \***Schools of Nursing in the United States.** [Committee on Careers in Nursing, 1790 Broadway, New York 19.] 1950. 47pp. Single copy, free. Additional copies, 10c.

In addition to listing nursing schools, this pamphlet gives information on the need for, and the importance of nursing careers for men and women. To aid students in choosing schools, it describes the minimum requirements and the type of program offered for each school in each state. Schools that are nationally accredited as well as the state-approved schools are included.

### **Insurance**

71. \***A Career in Life Insurance Sales and Service.** Rev. ed. [Educational Div. Institute of Life Insurance, 488 Madison Ave., New York 22.] 1950. 16pp. Single copy, free. Additional copies, 5c.

This career booklet describes the opportunities for young people in the field of life insurance sales and service. It tells about the work of the agent, the personal qualifications and preparation necessary for success, the employment outlook and the earnings that may be expected. Information on sources for educational training and related jobs in life insurance is included.

### **Language**

72. \***Vocational Opportunities for Foreign Language Students.** Modern Language Journal Supplementary Series, No. 1. [The Modern Language Journal, 7144 Washington Ave., St. Louis 5, Mo.] 1949. 35pp. 30c.

This bulletin gives information on the vocational opportunities for young men and women who have specialized training in foreign languages. From the replies of officials, directors, personnel managers, and department heads of large organizations, the present employment opportunities are presented under four major categories — business and industry, various vocations, civil service, and teaching.

### **Library Work**

73. \***The Children's Librarian.** Vol. XLIII, No. 8. Prepared by the School of Library Science. [Simmons College, 300 The Fenway, Boston 15, Mass.] 1950. 4pp. Free. Young people who are interested in books and who like to work with children should

investigate the opportunities offered by a career as children's librarian. This leaflet describes the work of the children's librarian, gives information on salaries, and suggests courses that should be taken in high school as a foundation for further study. College courses that are necessary for entry into the profession and other training requirements are briefly considered.

### **Occupations, General**

74. \*Job Guides for Young Workers. [U. S. Dept. of Labor, Bureau of Employment Security, Washington 25, D. C.] 1950. 28pp. Free Limited supply.

Prepared especially for young workers, this Job Guide describes various kinds of beginning jobs and the chances of getting started in one of them. It lists the major fields of industry, gives the future outlook, and offers suggestions on making a suitable choice. Jobs are listed, including the qualifications and requirements, under six major headings; commercial and sales; service; trades; manual; professional and technical; agricultural and marine.

75. Men at Work. Richard Thrulsen. [Harper and Bros., 49 East 33rd St., New York 16.] 1950. 231pp. \$2.75.

Here is a vocational guidance book that presents stories of real people who are engaged in a variety of interesting jobs and professions. These detailed articles cover the training and background necessary for the work, the duties and working conditions, and the future outlook for the particular person in the job. Some of the jobs included are reporter, construction engineer, radio emcee, movie house manager, state cop, and many others that young men will find lively and interesting as well as informative.

76. \*Occupations in the Federal Civil Service. Pamphlet No. 3, U. S. Civil Service Commission. [U. S. Govt. Print. Office, Washington 25, D. C.] 1949. 59pp. 25c.

Young men and women who are interested in the possibilities of Federal employment will find this booklet useful as a guide to the principal types of jobs filled through the competitive system. It contains facts about appointment procedures, and dis-

cusses some of the major occupational fields, giving specific information — qualifications, duties, salaries, etc. — on a variety of positions in each field. Illustrations of persons engaged in the various occupations are given throughout.

### **Rail Transportation**

77. \*Street Car Operator and Bus Driver. Prepared by the Personnel Dept. of the Toronto Transportation Commission. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1950. 4pp. 10c.

Occupational information concerning street car operators and bus drivers is given in this monograph. After discussing the history and importance of the occupation, it describes the working conditions, the qualifications and training required, the chance for advancement, and salaries. Some methods of getting started, the advantages and disadvantages of the work, and similar or related occupations are also described.

### **Religious Work**

78. \*Methodist Service Projects, 1950. Vol. VII. [The Interboard Committee on Christian Vocations, P.O. Box 871, Nashville 2, Tenn.] 1950. 61pp. Single copy, free. Additional copies, 10c.

A directory of the opportunities offered by the Methodist Church through its general boards, commissions, and agencies. It contains descriptions of short-term as well as permanent positions in educational, medical, social welfare, and other vocational areas, in service at home and abroad. The requirements, working conditions, appointment procedures, and other information are given for each position.

### **Social Service**

79. \*The Psychiatric Social Worker. Vol. XLIII, No. 4. [The School of Social Work, Simmons College, Boston 15, Mass.] 1950. 4pp. Free. This bulletin describes the general duties of psychiatric social workers and records a specific example to illustrate the type of patient with whom they deal. It gives information on personal qualifications, training requirements, job opportunities, and salary ranges.

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